



Supporting Children with Medical Needs Policy

Policy review dates and changes

Review date	By whom	Summary of changes made	Date ratified by governors/trustees	Date implemented
July 2024	DP	No changes made		
July 2025	LS	Information about Medical Tracker added	08.07.25	

Policy statement

- This school is an inclusive community that aims to support and welcome pupils with medical conditions.
- This school aims to provide all pupils with all medical conditions the same opportunities as others at school.

The School:

- Will ensure all staff understand their duty of care to children and young people in the event of an emergency;
- Will ensure that all staff feel confident in knowing what to do in an emergency;
- Understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood;
- Understands the importance of medication being taken as prescribed;
- Will ensure that all staff understand the common medical conditions that affect children at this school;
- Will ensure that staff receive training on the impact medical conditions can have on pupils.

Policy framework

1. This medical conditions policy is supported by a clear communication plan for staff, parents* and other key stakeholders to ensure its full implementation.
2. Staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school.
3. Staff understand and are trained in the school's general emergency procedures.
4. This school has clear guidance on the administration of medication at school.
5. This school has clear guidance on the storage of medication at school.
6. This school has clear guidance about record keeping using Medical Tracker.
7. This school ensures that the whole school environment is inclusive and favorable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

Policy guidelines

1. Pupils with medical conditions are encouraged to take control of their condition as appropriate to their age and stage of development.
2. Pupils should feel confident in the support they receive from the school to help them do this.
3. Parents of pupils with medical conditions should feel secure in the care their children receive at this school.
4. Parents of pupils with medical conditions and the child themselves (where practicable) should be involved in the development of their child's Individual Healthcare Plan (IHP).
5. The school ensures all staff understand their duty of care to children and young people in the event of an emergency.
6. All staff feel confident in knowing what to do in an emergency.
7. This school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
8. All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact this can have on pupils.
9. The medical conditions policy is understood and supported by the whole school and local health community.

Procedure

1. Prior to admission to the school, parents are required to complete an admissions form, which asks them to detail any medical conditions their child may have.
2. Admission forms are checked by office staff and information relating to medical conditions is passed to a Learning Mentor/Safeguarding Lead.
3. The Learning Mentor/Safeguarding Lead mentor liaises with the parents, SENDCO, staff and outside agencies to ensure that the school has all the necessary information to meet a child's medical needs, that is:
 - School ensures that documentation is completed
 - Staff dealing with the child on a day to day basis understand the child's condition and the implications of the condition on their learning and physical capacity
 - Information relating to the child's condition and needs is disseminated to all school staff
 - Staff training is undertaken (if appropriate)
 - Resourcing and/or equipment is in place to meet the child's needs
 - The parents know who to contact in case of changes in their child's condition and/or problems

encountered in school

- The child knows who to go to in school if they have a problem
- A central register of IHPs is kept
- IHPs are renewed annually or when the child's needs change
- Details of children with acute health conditions (eg acute asthma, diabetes or allergies requiring an adrenaline auto-injector are displayed in both staffrooms)

4. It is the parent's responsibility to let the school know if their child's needs change.

Communication

1. Staff are aware of the Supporting Children with Medical Needs policy via the induction process, school web site and staff meetings and training courses.
2. Parents are made aware of the Supporting Children with Medical Needs policy via the school web site and when the child is enrolled as a new pupil.
3. Supply and temporary staff are made aware of medical conditions through the child's information sheet which is provided and verbal or written instructions

Staff

1. Staff understand and are trained in what to do in an emergency for children with medical conditions.
2. Staff, including temporary and supply staff, are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.
3. All staff receive training in what to do in an emergency and this is refreshed at least annually.
4. Children with a medical condition have an individual health care plan (IHP) which explains what they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing with emergency care settings.
5. If a pupil needs to attend hospital, a member of staff known to the pupil will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.

Medication

1. The school understands the importance of medication being taken and care received as detailed in the pupil's IHP.
2. The school will ensure that there are sufficient members of staff who have been trained to administer the medication and meet the care needs of an individual child.

3. The school will not give medication to a child without a parent's written permission, except in exceptional circumstances.
4. The school will ensure that a trained member of staff accompanies a pupil with a medical condition on off-site visits.
5. Medicines will be stored and administered in line with the school 'Administration of Medicines in Schools' policy.
6. The school keeps an emergency asthma inhaler and anaphylaxis kit, which should only be used where both medical authorization and written parental consent have been provided. This includes children at risk of anaphylaxis who have been provided with a medical plan confirming this. These are to be used in the event of the pupil's own AAI or inhaler not being available.
7. The school keeps a record of the administration of medicine via Medical Tracker. IHP's are also added to Medical Tracker.

School Environment

This school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities

Physical environment

- This school is committed to providing a physical environment that is accessible to pupils with medical conditions.
- Pupils with medical conditions are included in the consultation process to ensure the physical environment at this school is accessible.
- This school's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this sometimes means changing activities or locations.

Social interactions

- This school ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.
- This school ensures the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.
- All staff at this school are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.
- Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Exercise and physical activity

- This school understands the importance of all pupils taking part in sports, games and activities.
- This school ensures all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- This school ensures all classroom teachers, PE teachers and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell.
- Teachers and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.
- This school ensures all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimize these triggers.
- This school ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.
- This school ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning

- This school ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.
- If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all staff at this school understand that this may be due to their medical condition.
- All staff at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEND). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SENDCO. The school's SENDCO consults the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.
- This school ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.
- Pupils at this school learn about what to do in the event of a medical emergency.

Residential visits

- Risk assessments are carried out by this school prior to any out-of-school visit and medical conditions are considered during this process. Factors this school considers include: how all pupils will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.
- This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits. This school considers additional medication and facilities that are normally available at school.

Triggers

1. The school is committed to identifying and reducing triggers.
2. The IHP details an individual pupil's triggers. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical conditions.
3. The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this school's policy and procedures are implemented after each review.

Roles and Responsibilities

This school works in partnership with all interested and relevant parties including the school's governing body, all school staff, parents, employers, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.

The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

Employer

This school's employer has a responsibility to:

- ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions
- provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.

Headteacher

The Headteacher has a responsibility to:

- ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- ensure the policy is put into action, with good communication of the policy to all
- ensure every aspect of the policy is maintained
- ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using pupils' Healthcare Plans
- ensure pupil confidentiality
- assess the training and development needs of staff and arrange for them to be met
- ensure all supply teachers and new staff know the medical conditions policy
- delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register
- monitor and review the policy at least once a year, with input from pupils, parents, staff and

external stakeholders

- update the policy at regular intervals
- report back to all key stakeholders about implementation of the medical conditions policy.

All school staff

All staff at this school have a responsibility to:

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- understand the school's medical conditions policy
- know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan
- allow all pupils to have immediate access to their emergency medication
- maintain effective communication with parents including informing them if their child has been unwell at school
- ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom
- be aware of pupils with medical conditions who may be experiencing bullying or need extra social support
- understand the common medical conditions and the impact it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell)
- ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching staff

Teachers at this school have a responsibility to:

- ensure pupils who have been unwell catch up on missed school work
- be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it
- liaise with parents, the pupil's healthcare professionals, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition
- use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

School nurse or school healthcare professional

The school nurse at this school has a responsibility to:

- help provide regular training for school staff in managing the most common medical conditions at school
- provide information about where the school can access other specialist training.

First aider

First aiders at this school have a responsibility to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school

- when necessary ensure that an ambulance or other professional medical help is called.

SENDCO

The Special educational needs coordinator at this school has the responsibility to:

- help update the school's medical condition policy
- know which pupils have a medical condition and which have special educational needs because of their condition
- ensure pupils who have been unwell catch up on missed schoolwork
- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in tests or school work.

Safeguarding Team

The Safeguarding Team have the responsibility to coordinate the IHP process and liaise with parents, pupils, Senco, staff and outside agencies to ensure that:

- The school's medical conditions policy is updated
- IHP documentation is completed
- Staff dealing with the child on a day to day basis understand the child's condition and the implications of the condition on their learning and physical capacity
- Information relating to the child's condition and needs is disseminated to all school staff
- Staff training is undertaken (if appropriate)
- Resourcing and/or equipment is in place to meet the child's needs
- The parents know who to contact in case of changes in their child's condition and/or problems encountered in school
- The child knows who to go to in school if they have a problem
- A central register of IHPs is kept
- IHPs are renewed annually or when the child's needs change

Local doctors and specialist healthcare professionals

Individual doctors and specialist healthcare professionals caring for pupils who attend this school, have a responsibility to:

- complete the pupil's Healthcare Plans provided by parents
- where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours
- offer every child or young person (and their parents) a written care/self-management plan to ensure children and young people know how to self-manage their condition
- ensure the child knows how to take their medication effectively
- ensure children have regular reviews of their condition and their medication
- provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents)

Pupils

The pupils at this school have a responsibility to:

- treat other pupils with and without a medical condition equally
- tell their parents, teacher or nearest staff member when they are not feeling well

- let a member of staff know if another pupil is feeling unwell
- treat all medication with respect
- know how to gain access to their medication in an emergency
- if mature and old enough, know how to take their own medication and to take it when they need it
- ensure a member of staff is called in an emergency situation.

Parents*

The parents of a child at this school have a responsibility to:

- tell the school if their child has a medical condition
- ensure the school has a complete and up-to-date Healthcare Plan for their child
- inform the school about the medication their child requires during school hours
- inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- tell the school about any changes to their child's medication, what they take, when, and how much
- inform the school of any changes to their child's condition
- ensure their child's medication and medical devices are labelled with their child's full name
- provide the school with appropriate spare medication labelled with their child's name
- ensure that their child's medication is within expiry dates
- keep their child at home if they are not well enough to attend school
- ensure their child catches up on any school work they have missed
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

Related Policies

- Behaviour
- Special Educational Needs
- Data protection
- Health and Safety
- Accessibility Plan
- Child Protection and Safeguarding
- Administration of Medicines
- Anti-Bullying
- Educational Visits
- Equal Opportunities
- Evacuation Procedure
- Intimate Care
- Toileting and Continence

Appendix A

Individual Healthcare Plan

Name of school

Redwood Primary School and Nursery

Child's name

Class

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

Describe medical needs and give details of child’s symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra- indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil’s educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency *(state if different for off-site activities)*

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Appendix B

This form will be used where there is no access to Medical Tracker eg off-site visit

SCHOOL MEDICINE RECORD – Redwood Primary School

Both sides of form must be completed

Child's Name	
Class/Tutor Group	
Name of Medicine	
How much to give (i.e. dose)	
When to be given	
Any other instructions <i>(include details of inhalers, if any)</i>	
Tel No of parent or adult contact	
Parent's signature obtained via parental consent form	

If more than one medicine is to be given,
a separate form should be completed for each

Additional comments & Photograph

SCHOOL MEDICINE RECORD – Redwood Primary School

Date													
Time given													
Staff Initials													

Date													
Time given													
Staff Initials													

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